

**PROFESSIONAL DEVELOPMENT OPPORTUNITY ANNOUNCEMENT
U.S. DEPARTMENT OF JUSTICE (DOJ)**

DOJ IS LOOKING FOR A FEW GREAT *FUTURE* LEADERS!

Apply Now: Leadership Excellence and Achievement Program (LEAP)

ANNOUNCEMENT NUMBER: LEAP 2008-002

JOB LOCATION: Program participants will remain in their official position of record during the tenure of this developmental program.

OPENING DATE: April 28, 2008

CLOSING DATE: May 28, 2008

NUMBER OF PROGRAM OPENINGS: 30

(Additional participants may be added if your Component provides the funding)

AREA OF CONSIDERATION: All DOJ Employees: Both supervisory and non-supervisory, GS-13, GS-14, and GS-15 levels or equivalent.

PROMOTION POTENTIAL: This is a developmental program designed to enhance participants' knowledge, management, and leadership skills. There is no promotion potential established, provided, or implied by selection for this program.

CONTINUING SERVICE AGREEMENT: If selected for the LEAP program, participants must sign a one-year Continuing Service Agreement (CSA) committing to remain in DOJ unless separated, transferred involuntarily, or released from the CSA by the Deputy Assistant Attorney General for Human Resources and Administration (DAAG/HRA).

Apply NOW for DOJ's Mid-Level Development Program: LEAP

DOJ is dedicated to identifying high-performing individuals and developing them as future managers and leaders. LEAP is designed to provide a series of challenging developmental experiences for a cadre of DOJ employees who have the potential to assume leadership positions within the next three years. Individuals who are interested in enhancing their management and leadership skills should apply. The selected participants are expected to be highly motivated self-starters, who through their experiences, training, and education, show potential to grow into a leadership role.

This intensive 12-month (part-time) program provides:

- Residential Training:
 - ◆ Leadership Assessment and Orientation (July 23-24, 2008)
- Self Assessment Tools
- Individual Development Plan
- Mentoring
- Coaching
- Developmental Assignment(s) (totaling four months)
- Shadowing assignment (one - two days)
- Reading (two books) one included in pre-course work
- Program Impact Paper

LEAP will require the participant to complete all program activities which will result in the participant spending approximately 18-22 weeks away from his/her official position during the one-year program cycle. **Since participants will be away from their jobs for a considerable amount of time, it is imperative that the participants, their supervisors, and management understand this commitment, support it, and plan for its impact on the workload of the office.**

Applicants must:

- Be currently serving in a full-time, permanent appointment in DOJ;
- Be performing at the “fully successful” or equivalent level for the past two years;
- Meet grade and position requirements described in Area of Consideration;
- Fulfill all application requirements; and,
- Be nominated by their Component and selected by the DAAG/HRA

How to Apply:

The application package will consist of the following:

- A resumé outlining the applicant’s professional work experience and education;
- Performance appraisals (Final Rating Summary pages only) for the past two years.
Applicants with less than a “fully successful” or equivalent rating will not be considered.
- Supervisors must provide the applicant with a written statement in a sealed envelope for inclusion with the application package. The statement must include:
 1. Applicant’s name;
 2. Supervisor’s assessment of the applicant’s potential for leadership or managerial responsibility; and,
 3. Support for and acknowledgment of the participant’s involvement in developmental assignments, residential training away from their official position for a total of (18-22 weeks).
- An essay (no longer than two typed, single-spaced pages, 12 point) addressing the applicant’s accomplishments in the following competencies:

Creativity & Innovation: Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge program/processes.

Problem Solving: Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations. Makes clear and convincing presentations. Effectively clarifies information as needed. Writes in a clear, concise, organized and convincing manner for the intended audience.

Team Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Note: The Office of Personnel Management's (OPM) Executive Core Qualifications (ECQs) define the competencies and characteristics needed to build a Federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organizations. The ECQs will be used by DOJ to assist with selecting candidates for LEAP. To learn more about ECQs or for assistance in addressing the competencies in your essay, please visit the OPM website: <http://www.opm.gov/ses/ecq.asp>

Applicants must submit their packages to their appropriate Human Resources or Training Office. Applications must be received no later than closing date.

Applicants will be evaluated by their Component on the relevance and quality and content of their resumé, performance appraisals and their essay.

Component Heads or designees are responsible for announcing the program within their respective Components to ensure that all qualified applicants are aware of this opportunity. In addition, Component Heads or designees may submit up to three nominations (in priority order) to the JMD/Office Personnel Staff, Learning and Development, National Place Building, Room 1110. They may submit additional nominees, subject to their funding of training for those nominees. All nominations must reflect those that best meet the Component's succession planning needs. Components are reminded to fulfill their local bargaining obligations, if any when implementing this program.

In the event that the number of Component nominations exceeds the number of program openings, nominees may be required to participate in a Department level interview.

The Deputy Assistant Attorney General for Human Resources and Administration will make the final selection of program participants.

All applicants will be notified as to whether or not they were selected for the program.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.